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UNITED STATES DEPARTMENT OF AGRICULTURE

Food Distribution Administration

Washington, D. C.

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January 16, 1943

ADMINISTRATIVE SERVICES DIVISION MEMORANDUM NO. 14

TO: Branch and Division Chiefs and Regional Administrators

FROM: F. J. Hughes, Chief, Administrative Services Division

SUBJECT: Supplement to the Department Style Manual

A supplement to the Department Style Manual has been prepared in the Administrative Services Division for the use of stenographers and typists as a guide for preparing and handling outgoing correspondence for the Food Distribution Administration. This manual does not conflict with the provisions of the Department Style Manual but is a supplement to that manual and contains suggestions which are believed to be essential to clarify procedure as it pertains to the work of this Administration.

Persons who prepare outgoing mail, particularly stenographers and typists, should follow closely the instructions contained therein. The Visé Unit will be guided by this manual in the viséing of outgoing correspondence. Requisitions for the manual should be placed with the Reproduction and Distribution Section of this Division.

F. J. Hughes

Attachment

F-437.